

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

July 12, 2006

**SUBJECT: VICTIM'S SUPPLEMENTAL FINANCIAL LOSS REPORT,
FORM 3.05.0 - ACTIVATED**

PURPOSE: The Identity Theft and Forgery Sections of Commercial Crimes Division handle approximately 20,000 cases of financial crimes per year. Due to the tremendous volume of cases and potential financial loss to victims and corporations, the Victim's Supplemental Financial Loss Report, Form 3.05.0, was designed. This report will assist identity theft and forgery-related victims in reporting additional financial loss. Victims will be able to provide a copy of their completed supplemental form to their financial institutions as documentation that they have reported additional losses. This Order activates the Victim's Supplemental Financial Loss Report, Form 3.05.0.

PROCEDURE:

I. VICTIM'S SUPPLEMENTAL FINANCIAL LOSS REPORT, FORM 3.05.0 - ACTIVATED. The Victim's Supplemental Financial Loss Report, Form 3.05.0, is activated.

A. Use of Form. The form is used by victims to document additional financial losses after an initial identity theft or other forgery related theft reports have been taken.

B. Completion. The employee completing an initial financial loss theft report shall also provide the victim with a Victim's Supplemental Financial Loss Report. The employee shall complete the shaded area at the top of the Victim's Supplemental Financial Loss Report, briefly explain its use and leave it with the victim for reporting future loss.

The detective receiving the Victim's Supplemental Financial Loss Report from a reporting victim shall ensure that the information is legible, complete and accurate before signing the report.

When the Victim's Supplemental Financial Loss Report is used to report additional financial loss, a separate Follow-up Investigation, Form 3.14 is not required.

July 12, 2006

Note: When the Victim's Supplemental Financial Loss Report duplicates items already reported on the original Identity Theft Report, the detective shall line out the duplicated items on the Supplemental Report.

- C. Distribution.** The Victim's Supplemental Financial Loss Report shall be distributed the same as the original report.

FORMS AVAILABILITY: The Victim's Supplemental Financial Loss Report, Form 3.05.0, will be available for ordering from the Distribution Center, Department of General Services, in approximately 90 days. A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order adds Section 5/3.05.0, to the Department Manual and amends Sections 4/220.52, 4/248.10, 4/248.15 and 4/248.20.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "A"

Los Angeles Police Department
VICTIM'S SUPPLEMENTAL FINANCIAL LOSS REPORT

SHADED AREA FOR POLICE USE ONLY

MAIL COMPLETED REPORT TO:		TYPE OF CRIME	RD	DR
STREET ADDRESS		VICTIM (AS ON ORIGINAL REPORT)	LOCATION OF OCCURRENCE	
CITY	ZIP	DATE OF THIS REPORT	DATE OF ORIGINAL	

Instructions: **Additional financial losses must be reported on this form.**

1. **TYPE OR PRINT LEGIBLY USING BLACK INK.** If more space is required, use a separate sheet of paper.
2. Enter the date you are making this report in the space provided at the top of this form.
3. List account number(s), financial institution(s), and amount of loss. Provide names(s) and telephone number(s) of person(s) at financial institutions you have contacted regarding this investigation.
4. Attach supporting documentation to this report.
5. Sign your name in the space provided in the lower right hand corner and provide a daytime phone number.
6. Mail the original copy of this report to the Detective Division shown above.
7. Keep a copy of this completed form for your own records.

[illegible]

(DISTRIBUTION SAME AS ORIGINAL REPORT)

Page 2

In narrative form, continue listing merchants names, account numbers and dollar amounts of loss.

[illegible]